



Check Request Form

Please prepare a check to the following payee

Payee: _____ Check Amount \$: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Date Needed: _____

MEMBER REQUESTING INFO

Date Requested: _____

Requested By: _____ Email: _____

Event Name: _____

Special Handling Instructions: _____

Please attached supporting documentation

INVOICE CATEGORIES

| Expense Category* | Description of Expense | Amount |
|-------------------|------------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | \$ |

(*Expense Categories: printing, postage, hospitality, fees, site rental, judge expenses, instructor expenses, equipment, awards, supplies, etc. If you are not sure of the correct category, please describe the expense.)

Send this form with supporting documentation to Club Treasurer: treasurer@pnwpwdc.org